



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

13 MAR 22 A7:58

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Health  
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured. Perform load bank test and building load test on emergency generator at Hawaii State Laboratory Building at 2725 Waimano Home Road, Pearl City, Hawaii 96782. Tests will determine the amount of building load that the generator can power during a power outage. This information will determine if it is feasible to connect the building's entire electrical system to the generator. It is essential that this information be determined in order to proceed with a project to connect the entire building's electrical system to the generator to insure uninterrupted laboratory services during a crisis.	
2. Vendor/Contractor/Service Provider Name: Cummins West	3. Amount of Request: \$11,712.68
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>N/A</u> To: _____	5. Prior SPO-001, Sole Source (SS) No.: None
6. Describe in detail the following: a. The unique features, characteristics, or capabilities of the goods, service or construction. The vendor (Cummins West) presently has a service contract for maintenance of the emergency generator and is familiar with the operation of the generator. A contractor that is not familiar with the sequence of operations for the generator may inadvertently alter, modify or damage components during the tests. If this should occur, the State Lab will incur additional costs to have Cummins West rectify the problems. More importantly, if the generator is not operational for any length of time and a power outage occurs, the Lab will be unable to perform crucial tests. In addition to this, climate sensitive equipment, specimens and regents will be damaged because of the lack of air conditioning and refrigeration.  b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department Cummins West is familiar with the operation of the generator because it performs routine maintenance through a service contract. Other vendors will not be familiar with the equipment.	

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

If another vendor performs the tests and is not familiar with the equipment, then Cummins West must be called in to rectify any problems that the other vendor may have inadvertently caused. If this occurs and the generator is out of commission, the Laboratory will not be operational in the event of a power outage, causing an eminent crisis for the state.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

No other sources were investigated because of the uniqueness of the situation.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

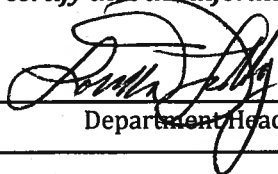
\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
James J. Cullen	State Lab	453-6667	james.cullen@doh.hawaii.gov

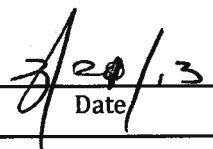
Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.**

**I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature



Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/22/13

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This request is disapproved as there are other vendors who can perform a load bank test and building load test on the emergency generator. The department acknowledges that there are other vendors that can perform such services. It is recommended that the department conduct a competitive procurement to obtain services. Department may submit form SPO-007, provides sufficient justification can be made why it is not practicable or not advantageous to competitively procure for the services required.

If there are any questions, please contact Wendy Ebisui at 586-0563, or [wendy.mo.ebisui@hawaii.gov](mailto:wendy.mo.ebisui@hawaii.gov).

☐ Approved

☒ Disapproved

☐ No Action Required

Charles. J. J. J. 3/27/2013  
Chief Procurement Officer Signature Date